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16 July 1973

MEMORANDUM FOR: Director of Training

SUBJECT : Language School Annual Report -- FY 1973

1. Evaluation

The Language School continued to make its services available to more Agency personnel. Part-time daytime training in French, Spanish and Chinese began at Headquarters in September 1972. These offerings plus Russian made it possible to reach 170 students who work in the Headquarters building. Our self-study program, operated out of the Language School Library, provided texts and tapes to over 700 persons in 37 languages. The Linguistics Committee has conducted a comprehensive survey of the training styles of all of our instructors to determine which language training techniques seem to be most effective. There has been a continuing effort to improve the quality of the texts used and to prepare supplementary textual and evaluative materials. The Language School Library has been brought into consistency with the Agency cataloguing system (i.e., the Library of Congress system) and an intensive effort made to have our collection of about 4,000 books catalogued by the CIA Library. Department chiefs have prepared lists of current books for purchase to rebuild our language collection. The sound studio in the language laboratory has been improved to make possible closer direction of the production of tapes.

Morale among staff and students remains high. Based on our regular interviews with all full-time students, we are reasonably assured that students get the kind of training they came for. In terms of professional development we launched a program to bring in linguists from outside to discuss with us new developments in the field.

Student enrollment was up somewhat over 1972, accounted for mainly by the increase in Headquarters training. There were enrollment increases in Chinese (part-time), French (part-time), German (full- and part-time), Greek (full-time), Italian (full- and part-time), Russian (full- and part-time), Spanish (full- and part-time) and Swedish (full- and part-time). Enrollment decreases

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occurred in Indonesian, Japanese, Lao, Persian and Serbo-Croatian. We ran special full-time programs in Norwegian and Dutch, languages we do not normally teach. We increased the Greek staff by one part-time instructor, the Spanish staff by one full-time instructor, dropped two Russian instructors who resigned and were not replaced (one of whom was also our principal Serbo-Croatian instructor), dropped one Chinese instructor and one Vietnamese instructor neither of whom were replaced. We also lost our Slavic-Germanic department chief by resignation and have had some difficulty finding a replacement.

Language testing increased somewhat during the period. Although we are using a fairly effective testing system, we are not completely satisfied with it and are seeking ways to improve individual parts of the system while at the same time looking for more efficient and effective testing mechanisms.

The BAHLT program completed its fourth year operating at about the same level of enrollment and continuing with the same offerings as in FY 1972.

## 2. Accomplishments

### a. Training

#### (1) Internal Language Training (Tables 1A-L)

(a) During FY 1973, 654 students were engaged in 138,301 hours (19,757 man days) of daytime study. Of these, 583 were enrolled during the year and 71 were carry overs from FY 1972. In FY 1972, 558 students engaged in 124,815 hours (17,830 man days) of daytime study.

(b) Training was given in 223 classes (92 full-time and 131 part-time) in 22 languages. This compares with 212 classes (104 full-time and 108 part-time) in 23 languages in FY 1972.

(c) Eleven BAHLT courses at the first and second year levels were offered with 121 students in French, German, Spanish and Russian. Two of the courses were offered exclusively for TSD. Total BAHLT student hours were 9,720 (1,388 man days). Fifty-eight students completed the BAHLT program. In FY 1972, the BAHLT program began with 129 students who logged 12,833 hours of instruction.

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(d)	<u>FY 1973</u>	<u>FY 1972</u>
Total students (daytime - 654 and BAHLT - 121)	775	687
Total hours (daytime - 138,301 and BAHLT - 9,720)	148,021	137,646
Total man days (daytime - 19,757 and BAHLT - 1,388)	21,145	19,633

(e) During the reporting period, 31 persons were involved in "special training" for a total of 1,026 hours as compared with 1,184 hours in FY 1972. These programs were given off Agency premises for covert personnel in four languages (French, Spanish, German and English). (Table 2)

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(f) [REDACTED] was used by 72 different groups, 61 times by the Language School and 11 times by other groups, such as Ops School, Studies in Intelligence, DD/S&T, etc. Language groups used [REDACTED] on two occasions. In both locations 403 students were involved in total immersion training during the period.

(2) External Language Training (Table 3)

During FY 1973, 56 employees engaged in external language training at Agency expense. This does not include overseas (Stationed sponsored) language training, the DO Language and Area Studies Program, or personnel enrolled [REDACTED]

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[REDACTED] Of the 56, six were carry overs from FY 1972 and the remainder (50) were enrolled during FY 1973. This is 18 more than were enrolled during FY 1972. During FY 1973, 44 completed training and 12 were carried over into 1974. The cost of this training was \$139,822 (prorated; excludes salary).

Of the 56 cases, 20 took languages not taught by LS/TR; nine were in excess of LS/TR's current capability; two could have been handled by LS/TR, but the sponsoring office insisted on external training; six were sensitive cover cases and the remainder (19) were cases where the student was either outside the Washington area or could not attend classes during working hours.

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 Additionally, eight Agency employees attended [REDACTED]  
 [REDACTED] These students  
 STATSPEC were sponsored by DO/EA, DO/NE and [REDACTED] Total tuition charges  
 were estimated at approximately \$35,685 (salary and travel  
 costs are not included).

b. Testing (Table 4)

(1) The total number of proficiency tests given in FY 1973 was 1,426 compared with 1,194 for FY 1972. The increase was probably caused by our effort to clear untested claims as well as the additional part-time students at Headquarters.

(2) Revised reading tests were prepared in five languages; new formats are being examined for all phases of proficiency testing. A comparative study has begun of the FSI and CIA proficiency testing systems with the hopes of bringing these two systems into greater agreement in terms of both method and standards. Because of the large numbers of persons involved in training at Headquarters, we tested about 80 of these people at Headquarters rather than at the Chamber of Commerce Building.

c. Management

(1) Training courses were given for the staff or faculty in performance appraisal, equipment operation, communist terminology, taping techniques, beginning instructional training and training report writing.

(2) The Language School staff has maintained an active role in the Interagency Language Roundtable and has pushed for greater coordination and cooperation among language training schools in government.

(3) The size of the faculty remained about the same. We have responded to changes in requirements by adjusting the size of individual language faculties with a reduction in size in Chinese, Vietnamese and Russian and an increase in size in Spanish and Greek.

(4) The department chiefs designed new training report forms (interim and final) which are easier to complete and present a better and more standard appraisal of the student's language abilities.

(5) Career and personal development interviews were held with all members of the Language School staff and faculty in early FY 1973.

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**CONFIDENTIAL**d. Support to the Language Development Committee

We initiated a project to clear the record of some 700 untested claims which are still in the Language Qualifications Register. Two issues of Language Highlights, a publication designed to raise the awareness of language in the Agency, were published. Action was initiated to curb some abuses which were creeping into the administration of the Language Incentive Program. Posters describing language services available to Agency employees were prepared and placed on bulletin boards throughout the Agency.


e. Technical Developments

(1) A recording console was designed and added to the present sound studio.

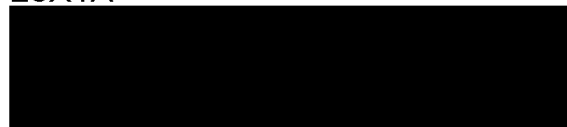
(2) All of the cassettes used for student loan were recopied using both sides with a resultant savings of several thousand cassettes.

## 3. Costs: Following are the FY 1973 budgeted costs.

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 (includes contract salaries, BAHLT and CS maintenance costs)	\$ 839,000
Staff personnel and operating costs	<u>400,000</u>
	\$1,239,000

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Chief, Language School

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